Opening Date: July 23, 2008 Closing Date: August 5, 2008

JOB OPPORTUNITY

MISSOURI STATE HIGHWAY PATROL MOTOR VEHICLE INSPECTION DIVISION

TITLE: Clerk Typist I, II, III

LOCATION: Motor Vehicle Inspection Division, General Headquarters

Jefferson City, Missouri

FACILITATOR: Liz Stokes (573) 526-6335

liz.stokes@mshp.dps.mo.gov

<u>**DESCRIPTION:**</u> The Clerk Typist I, II, or III position is assigned to the Motor Vehicle Inspection Division for the Missouri State Highway Patrol's General Headquarters. The official domicile is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

<u>POSITION SUMMARY:</u> Enters forms, reports, and data received from officers into various databases; types and files correspondence, expense accounts, forms, reports, and other materials from rough draft or dictating equipment; searches files and posts routine data; opens, sorts, and distributes mail to proper sources; serves as a receptionist, greets the public, directs individuals to proper office and gives non-technical information when necessary; answers telephone inquiries, takes and transmits messages; posts and checks officer daily reports and makes corrections as required; maintains employee time records. (*For a more detailed job description go to:* http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html.)

QUALIFICATIONS: Applicant must be able to type 40 wpm with 10 or less errors; CT I: Graduation from a high school or possess a GED; CT II: Possess at least one year experience as a Clerk-Typist I or comparable experience; CT III: Possess at least two years experience as a Clerk Typist II or comparable experience.

SALARY RANGE (Semi-monthly) Clerk Typist I: \$839.00 - \$1,091.50

Clerk Typist II: \$890.50 - \$1,188.50 Clerk Typist III: \$991.50 - \$1,339.50

<u>APPLICATION PROCEDURE:</u> Individuals interested in this position must submit the Patrol's Application for Employment <u>and take a typing test</u> (http://mshp-hrd.AssessTyping.com) prior to the application deadline. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at <u>www.mshp.dps.missouri.gov</u>, or by contacting the facilitator listed above. <u>Copy of typing test must be attached to the completed application.</u>

Current employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of August 18, 2008. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test, favorable background investigation, and the results of a medical or psychological testing, when required.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.

Missouri State Highway Patrol Human Resources Division 1510 East Elm Street, P.O. Box 568 Jefferson City, Missouri 65101